MAINE STATE GOVERNMENT

. . . An Equal Opportunity/Affirmative Action Employer M/F/H

Department of Administration
Bureau of Human Resources
State Office Building, Room 214
State House Station 004
Augusta, Maine 04333

Telephone—207-289-3761

Bulletin # 6292 *Date Issued:* June 6, 1988 *Date Closing:* June 20, 1988

PUBLIC EXAMINATION ANNOUNCEMENT

CAREER OPPORTUNITIES

Rural and Urban Settings

Job Security

Promotional Opportunity

Liberal Vacation

Paid Sick Leave

Retirement

Hospital Coverage

Life Insurance

Educational Leave

A Nice Place To Work

PUBLIC HEALTH EDUCATOR III (RISK REDUCTION) (437402)

Pay Range: 23
Bargaining Unit: B - Professional and Technical
(24)IBM
EMorris

$388.80-425.60-444.80-464.80-486.40-509;60-533.20/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates for an immediate vacancy in the Department of Administration, Bureau of Employee Health, Augusta, Maine.

SCOPE OF WORK: This is Public Health Education work in planning, developing, implementing and evaluating statewide employee health promotion programs.

TYPICAL DUTIES:

... Conducts worksite health promotion and risk reduction programs.
... Organizes, plans, designs and monitors health promotion programs.
... Consults with agency administrators and employees to assess individual and group needs for health education and promotion.
... Researches and maintains data on Bureau programs to develop appropriate intervention strategies for employee health.
... Develops and oversees resource library including literature, films, professional materials.

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of the methods and techniques of disseminating health education information.
... Knowledge of modern educational theory and techniques.
... Knowledge of the principles of public health administration.
... Knowledge of effective display techniques and material production as related to public health education.
... Knowledge of research and evaluation methods and techniques.
... Ability to plan, organize and implement health information programs.
... Ability to communicate effectively, orally and in writing.
... Ability to establish and maintain effective working relationships with associates, representatives of other agencies, community groups and individuals.

(OVER)

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Source: https://www.industrydocuments.ucsf.edu/docs/ggbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and expenence used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
   NORMAL ORDER REFERRAL: Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examinanon process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A Baccalaureate degree in Public Health Education, Community Health Education, Health Education or related area and a minimum of two (2) years experience in Health Education program planning, development, implementation or evaluation.

EXAMINATION: Will consist of an evaluation of Training and Experience (100%).

APPOINTMENT LIST: (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register.

NOTE: All completed application materials must be received in the Bureau of Human Resources, Station #4, Augusta, Maine 04333 no later than 5:00 p.m. on June 20, 1988.

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